
memorandum

DATE: February 21, 2003

REPLY TO:

ATTN OF: 03-ORP-018- Chairman, Federal Technical Capability Panel

SUBJECT: QUARTERLY REPORT ON FEDERAL TECHNICAL CAPABILITY

TO: Distribution – See Attached:

This Quarterly Report on the Federal Technical Capability Panel (FTCP) contains information on the status of qualifications in the Technical Qualification Program (TQP), technical skill gaps, and availability of positions at U.S. Department of Energy (DOE) closure sites.

Attachment 1 provides the Status of Qualifications in the TQP. The DOE goal is to meet and exceed a 75% fully qualified rate for all personnel in the TQP. Currently, the DOE qualification rate is 68%, and 15 of 24 offices meet the 75% qualified goal. A second goal is that there will be no personnel participating in the TQP who are overdue in their qualifications. The number of Offices with no overdue personnel in their TQP qualifications is 13 of the 24 Offices. DOE-Headquarters Program Offices, and Field and Area Offices that do not meet either of their DOE TQP goals will identify 30/60/90 day goals for reaching 0 overdue and/or 75% fully qualified.

Attachment 2 provides the Status of Filling Technical Skill Gaps as of December 31, 2002. These gaps were identified in the FTCP report, "Analysis of Safety System Federal Staff Expertise and Availability," dated January 24, 2002. The report identified a total of 30.5 full-time equivalent (FTE) gap positions that are needed to provide necessary and sufficient oversight of contractor safety systems. The current gap is 16.5 FTEs. Sites are encouraged to continue to reduce the gaps by using available technical personnel from closure sites, sites that have additional Subject Matter Experts, and by supplementing their staff either with new hires or with personnel from DOE-Headquarters and Albuquerque offices.

Attachment 3 provides the Availability of Technical Positions at Closure Sites as of December 31, 2002. The purpose of this information is to show personnel/technical positions at the Ohio and Rocky Flats Field Offices that are becoming available to the rest of DOE. Currently, draft staffing plans are in the early stages of development at Ohio and Rocky Flats, and more specific dates will be identified as these plans are finalized. The FTCP functions to assist sites in establishing agreements or processes by which persons in these technical positions are identified with sufficient lead time and can be transferred to other sites.

If you have any questions, please contact me, (509) 376-6677.



Roy J. Schepens
Chairman
Federal Technical Capability Panel

Attachments (3):

1. Status of Qualifications in the TQP
2. Status of Filling Technical Skill Gaps
3. Availability of Technical Personnel
at Closure Site Offices

cc w/attachs:

Administrator, National Nuclear Security Administration
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February 21, 2003

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Status of Qualifications in the Technical Qualification Program (TQP)

December 31, 2002

Update Frequency: Quarterly

Office		Number of People in the TQP	Number of Fully Qualified	Number Overdue	Percent Fully Qualified	30/60/90 Day Goals for Reaching <u>0</u> Number Overdue and <u>75%</u> Fully Qualified
<u>OPS/AREA OFFICES</u>						
AL	OPS	114	57	16	50%	30-day 7 overdue/59% qualified; 60-day 3 overdue/77% qualified; 90-day 0 overdue/89% qualified
AL	ASO	54	29	0	54%	30-day 0 overdue, 52% qualified – 60-day 0 overdue, 69% qualified – 90-day 0 overdue, 78% qualified
AL	KSO	40	20	4	50%	30-day 0 overdue, 58% qualified – 60-day 0 overdue, 65% qualified – 90-day 0 overdue, 65% qualified
AL	KCSO	32	26	0	81%	
AL	LASO	50	28	5	56%	30-day 3 overdue, 71% qualified – 60-day 1 overdue, 78% qualified – 90-day 0 overdue, 84% qualified
CBFO	FIELD	8	7	0	88%	All current participants qualified by March 30, 2003. 3 new participants added to the TQP.
CH (Note 1)	OPS	18	15	0	83%	
ID	OPS	117	104	0	89%	
NSO (Note 2)	OPS	96	76	0	79%	
LSO (Note 3)	OPS	43	6	0	14%	30-day 12% qualified – 60-day 19% qualified – 90-day 26% qualified
OH	FIELD	16	16	0	100%	
OH	FERN	34	34	0	100%	
OH	MEMP	23	23	0	100%	
OH	WVDP	16	16	0	100%	
OR (Note 4)	OPS	202	27	31	13%	75% qualified by June 30, 2003
ORP	FIELD	70	57	0	81%	
RFFO	FIELD	80	71	1	89%	
RL	OPS	115	110	0	96%	
SR	OPS	201	159	2	79%	0 overdue by April 30, 2003
SR	NNSA	27	19	3	70%	75% qualified and 0 overdue by October 1, 2003
YSO (Note 5)	NNSA	65	39	3	60%	30-day 2 overdue, 63% qualified (41 individuals) – 60-day 2 overdue, 66% qualified (43) – 90-day 2 overdue, 71% qualified (46) -- YSO 75% qualified (49 individuals) by May 2003
<u>HQ PROGRAM OFFICES</u>						
EH	HQ	65	64	1	98%	Overdue personnel qualified by April 30, 2003
EM (Note 6)	HQ	21	10	1	48%	30-day 26% qualified – 60-day 67% qualified – 90-day 100% qualified
NNSA	HQ	47	40	4	85%	30-day 3 overdue – 60-day 1 overdue – 90-day 0 overdue
DOE Total		1554	1053	71	68%	
DOE GOALS		-	-	0	75%	

Note 1 – CH's participation in the TQP is voluntary. CH managers have not assigned due dates to individuals for most functional areas. The exception is the Facility Representative area. The qualification status reflects only Facility Representatives.

Note 2 – NSO numbers remain the same despite accession and attrition of TQP participants. Due to NNSA reorganization, NNSA/NV is officially renamed the Nevada Site Office (NSO).

Note 3 – The new, more rigorous OAK (now LSO) TQP is being phased in. For the new program, the number of completed competencies has increased from 371 to 503, of the total 2642 (was 2556) competencies, reflecting an increase from 14.5% to 19.0% in the DOE Qualification Standards (i.e., general technical base plus functional standard). Needed to qualify the 43 (was 41) individuals in the OAK Technical Qualification Program.

Note 4 – New to the Program, 84. Previously Qualified/Moved to New Position, 6. Previously Qualified/Transferred from Another Site, 4. Previously Qualified/New Competencies Added to Position, 81.

Note 5 – YSO adjusted the baseline number (previously 51) of TQP participants by adding the Safeguards and Security Division and two new personnel. This chart reflects the baseline change.

Note 6 – At HQ-EM, STSM program incumbents must participate in the TQP and complete the program in 18 months. All other TQP participants may voluntarily participate and are not assigned a deadline. There are 14 voluntary TQP participants, 4 of whom are qualified; 6 of the 7 STSMs are qualified while the remaining STSM incumbent is overdue.

Status of Filling Technical Skill Gaps

December 31, 2002

Update Frequency: Semi-Annually

	SKILL GAPS IN EACH TECHNICAL AREA (Numbers Represent FTEs)															
OFFICE	Mechanical Engineer		Electrical Engineer		Instrumentation & Control		Criticality Safety		Fire Protection		Civil, Structural Engineer & Natural Phenomena		Emergency Preparedness		TOTAL GAPS	
<u>NNSA Site Offices</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>
ASO	1.7	1.7	1	1											2.7	2.7
KSO	1	1	0.9	0.9	0.1	0.1									2	2
LASO	1.5	1.5	1	1	1	1	1	1	1	1			1	1	6.5	6.5
NSO															0	0
LSO	1.75	1	0.5	1					1.5	0	0.5	0			4.25	2
YSO			0.5	0	0.5	0	2	1	2	1					5	2
<u>EM Site Offices</u>																
ORP	3	0	1	0	2	0			1	0					7	0
RFFO	0.3	0.3													0.3	0.3
RL	1	0	0.3	0					1	1					2.3	1
DOE Totals	10.25	5.5	5.2	3.9	3.6	1.1	3	2	6.5	3	0.5	0	1	1	30.5	16.5

“Original” column represent gaps described in the report “Analysis of Safety System Federal Staff Expertise and Availability” dated January 24, 2002.

NOTES/CHANGES:

ASO (Albuquerque Operations Office): None

KSO (Kansas City Site Office): None

LASO (Los Alamos Site Office): None

NSO ((Nevada Site Office): Since the NNSA reorganization, NNSA/Nevada Operations Office is now the Nevada Site Office (NSO). A recent re-evaluation of existing safety systems in conjunctions with a reprioritization of existing personnel has eliminated previous skill gaps.)

LSO (Livermore Site Office): The 0.75 FTE gap in Mechanical Engineering was filled by internal reassignment. Re-evaluation of the needs increase the Electrical Engineering gap to 1.0 FTE and decreased the Fire Protection gap to 1.0 FTE. This 1.0 Fire Protection gap was filled by internal assignment. Reevaluation of the 0.5 FTE gap in Natural Phenomena determined it could be filled with a combination of internal reassignment and support from the NNSA Service Center. Oversight of the vital safety systems that would be done by those positions identified in the gap analysis is currently being performed by other LSO personnel supplemented, as necessary, by NNSA Service Center personnel and support contractors.

YSO (Y-12 Site Office): One Criticality Safety engineer position and the Fire Protection functions are assigned to existing personnel. The Electrical Engineer and Instrumentation & Control skills are no longer identified for an additional critical position. These functions will be assigned to the Criticality Safety and Fire Protection personnel. This table has been revised to reflect the latest YSO staffing analysis.

ORP (Office of River Protection): ORP has reassigned current employees with these skills to this assignment to fill the gaps previously identified.

RFFO (Rocky Flats Field Office): Continue to need 1 Fire Protection. Vacancy announcement issued 12/4/02. Compensatory actions include using existing qualified RL staff not dedicated to filling these roles and using support contractors, as needed.

RL (Richland Operations Office): The 0.3 Mechanical Engineer FTE is not expected to be filled with a new person. The person previously filling that role is still available to provide assistance on an as-needed basis. Since RFFO is a closure site and with staffing already above the FTE ceiling, there are no current plans to hire an additional FTE in this area. Additionally, when the need arises for specific expertise, RFFO will obtain the needed resources through support contractors (e.g., nuclear safety) or through partnership with Kaiser-Hill (e.g., Phase II assessments).

Availability of Technical Positions at Closure Site Offices
December 31, 2002
Update Frequency: Semi-Annually

Closure Site Office Functional Areas	Number of Positions
<u>Ohio Field Office</u>	
Chemical Processing	1
Electrical Systems	2
Emergency Management	1
Environmental Compliance	6
Environmental Restoration	7
Facility Maintenance Management	1
Facility Representative	12
Fire Protection	1
Industrial Hygiene	3
Mechanical Systems	1
Nuclear Safety Systems	3
Occupational Safety	4
Project Management	11
Radiation Protection	6
Quality Assurance	4
Safeguards and Security	3
Senior Technical Safety Manager	16
Technical Training	1
Waste Management	6
Ohio Field Office Total	89
<u>Rocky Flats Field Office</u>	
Criticality Safety	1
Emergency Management	1
Environmental Compliance	8
Environmental Restoration	5
Facility Representative	16
Fire Protection	1
Industrial Hygiene	2
Nuclear Safety Systems	3
Occupational Safety	5
Project Management	14
Quality Assurance	5
Radiation Protection	2
Safeguards and Security	9
Senior Technical Safety Manager	13
Site Infrastructure	4
Transportation and Traffic Management	1
Waste Management	11
Rocky Flats Field Office Total	101

** 2006 is the planned closure year for each site. The closure sites are refining their staffing analyses and identifying when personnel will become available to other DOE sites. For further information, contact Nat Brown (937-865-5051 at the Ohio Field Office or Frazer Lockhart (303) 966-7846 at the Rocky Flats Field Office.